

W h e r e D o I S t a r t ?

Here is a list of building applications and the requirements for each. To process your application efficiently, these requirements must accompany the application. If requirements are not met, the application will be held up until the information is submitted.

A. Short Form/Minor Alterations: No egress work, no change in occupancy, no new fire protection work, no extension of living space (FAR), no new decks, signs, projecting canopies,

Requirements:

- Licensed Professional (CSL) contractor number
- Homeowner's waiver of license requirement (if no contractor) for 1 & 2 family only
- Home Improvement Contractor (HIC) license number
- Copy of signed contract listing the cost of the work
- Workman's Compensation Insurance
- Complete description of all work

Other requirements if applicable:

- Mass debris disposal company and location of disposal
- Dig safe compliance # (if excavation), call 1-888 344-7333
- Landmark approval (if exterior work and in a historic district)
- No outstanding violation on address or contractor
- Health Division approval (if food establishment)

B. Long Form/Major Alterations: Structural work, changes of occupancy, building an addition, changing of the footprint/egress, constructing a roof deck, install a swimming pool, or sprinkler work.

Requirements:

- Licensed Professional (CSL)/contractor number
- Homeowner's waiver of license requirement (if no contractor),
- Home Improvement Contractor (HIC) license number
- Workman's Compensation Insurance form
- Complete description of all work
- Two sets of stamped architectural drawings,
- Certified plot plan or mortgage survey plan.
- Other construction drawings as needed: electrical, mechanical sprinkler, or fire alarm

Other requirements if applicable:

- Architectural Commission,
- Mass debris disposal company and location of disposal
- Dig safe compliance # (if excavation), call * phone number
- Landmark approval : for exterior work in a historic district or building and for all demolition
- No outstanding violation on address or contractor
- Health Division approvals (if food establishment)

- Environmental Sanitation control # (if excavation)

C. Erect Application: Constructing a new structure

Requirements: Same as Long form and include the following

- Environmental Sanitation control #
- Two complete sets of architectural drawings showing structural, fire alarm, electrical, mechanical, sprinkler work.
- Related affidavits for the structural, electrical, mechanical sub contractors,
- Certified plot plans stamped by Boston Water & Sewer

D. Amendment Application: For changes, revisions, additional work to an issued Long Form permit;

Requirements:

- Particular plans related to the additional/revisions that you are amending,
- The plot plan in the case of relocation of elements something from the original location.
- Long form permit number

E. Use of Premise Application: To add parking spaces or install a Driveway/curb cut, or to use vacant property for a particular use (parking, vending, special event, storage)

- Plot plan by registered land surveyor indicating existing and proposed location of vehicle(s) placement.

Bring the issued Use of premises permit to the Public Works Department @ City Hall, rm. 714.

F. Demolition: Short form Application – Work Type: Demolition: to take down or do a complete demolition of a structure;

Requirements:

- Environmental Sanitation control # for all basement, ground work,
- Dig safe check, shut off notices from B W & S, Boston Gas, N star, any other utility,
- Copy of Boston Fire Department permit
- Landmarks approval (Demolition Delay) from Environment Dept.
- Bond certified check of irrevocable letter of credit for the exact amount of the job.
- Dig Safe permit issued by Dept. of Environmental Protection.

G. Electrical, Plumbing, Gas fitting, Sprinkler Applications: Will need to be applied by the licensed professional contractor:

Requirements:

- Copy of Liability Insurance
- Workman's Compensation form

H. Special Event:

Public Events application available of www.cityofboston.gov or Arts, Tourism & Special Events in City Hall, 805 floor.

- For Tents or stage: Short Form building application.
- For Food: Health Division, Temporary Food permit.
- Letter from the Mayor's Office of Neighborhood Services

I. Certificate of Occupancy (COO) for new construction, major renovations, or change of occupancy. This is applied for after all the work is completed.

Requirements:

- Issued building permit with all signoffs
- Final cost breakdown (typed) separated by construction, electrical and mechanical, etc.
- Test reports: Fire alarm, Sprinkler (NFPA 13)
- Smoke certificate
- Groundwater re-charge system: As built drawing and letter issued by P.E.
- General Service Installation form(01) for Water & Sewer
- Commercial kitchen exhaust systems & cleaning schedule and method of cleaning
- One line diagram of duct system w/schedule of all cleanouts
- State Elevator Certificate or copy of last issued
- Fire Dept. approval

For large construction projects, over \$1 million: All of the above items and including the following:

- Affidavits: One set of fix final affidavits
- Log and activity books
- Fire Department approvals for all permits issued with BFD review
- Test report for emergency generator
- Test report for stair pressure
- Copy of Fire Alarm permit
- Copy of Committee on License permit (for garage or parking lot)
- Board of Appeal decision
- Copy of Boston Water & Sewer permit (erect)
- For places of assembly, a Certificate of Inspection is required after CO is issued.
- Assembly drawing (3 sets) must be approved by BFD and ISd for capacity.

H. Temporary Certificate;

- Long or short form building permit with final sign off
- Letter to Gary Moccia to requesting permission for a temporary certificate.
- Copy of last long form on record

- Test reports for large projects over \$1 million.

I. Certificate of Inspection:

- Floor Plan
- Copy of Certificate of Occupancy